Previous

App. F. IX-4

1928.

File No. L B 73-28

Previous References (L B)

LB 41 – 26 (39, 42, 51)

Serial Nos. ~~73~~ 1–2

Later References

General and Revenue Secretariat.

Serial Nos. 2

Part B for August 1928

SUBJECT

A copy of the note on the examination of the registers and records of the Dt. Bd. Kolar by the Inspector of Office Systems

1324 Dated 10. 8. 28

To The President of the Dt. Board Kolar.

Forwarded the above for necessary action.

26. 10 28

LB-73-28-1/2 D No 15. 1

Submitted to the Second Member. L 541

I submit herewith for kind perusal a note on the examination of the registers and records of the office of the President, Kolar District Board, conducted by Mr.S.Nagappa, Auditor, in accordance with G.O.No. 2960-2/L.B. 41-26-51 dated 25th November 1927.

2. The Disposal Number System of registring correspondence is in vogue. Apart from the few defects noticed in the working of the system, it is on the whole in working order. The office correspondence is not heavy. The establishment consisting of 6 hands including the Head Clerk appears to be overmanned for the normal work of the Board. But the record sorting work is much in arrears. The President should arrange to have old records sorted at once by asking the staff to work overtime. Till the work is brought to current it is not desirable to retrench the staff.

3. The work of the Sanitary Inspectors should be regulated by a definite programme. A few cases are stated to have been noticed in which the estimates for works were submitted for approval after the completion of the works and along with the bills of contractors for payment. This procedure is highly irregular and suitable instructions should be issued for the observance of code rules.

OFFICE OF THE SECOND MEMBER OF COUNCIL 23 JULY 1928 No. 775

4. No regular demand collection and balance register has been maintained to watch the recovery of the sale amount of shandies. A proper register for booking the demand and for watching recoveries should at once be opened. The arrears to be realised on 25-6-1928 were about Rs 1400/- including two items

 3 541 2

items aggregating to Rs 564-11-0 of the year 1926-27. Prompt action is necessary to enforce recovery of the amounts due to the Board.

5. A copy of the note may be sent to the President, District Board, Kolar, for information and necessary action.

Inspector of Office Systems
and
Officer in charge of Revenue Audit.

Bangalore,
21st July 1928.

Draft put up

2.8.28 4678

Pmt of Bd Kolar 2nd
1324 D/10.8.28. Forwarded copy
of the note for info & necessary action

13
17/8.

Note on the examination of the registers and records of the Office of the President, Kolar District Board.

Name of the Presiding Officer: Mr.C.B. Gopala Rao.

Date of commencement and completion of Audit. ... : From 23rd to30th June 28.

An examination of the condition of work in this Office was undertaken in accordance with G.O.No.2960-2/ L.B.41-26-51 dated 25th November 1927.

2. Establishment and Distribution of work.

The office establishment consists of 6 hands including the Head Clerk as noted below:-

Head Clerk on	.....	Rs 80/-p.m.,(temporarily fixed.)
Deputy Clerk.	.....	" 45/- "
Typist.	.....	" 35-3-65
Clerk.	.....	" 40/-
-do-	.....	" 30/-
-do-	.....	" 25/-

A statement showing the distribution of work in the office is appended. (App.'A'). A Sanitary Inspector has also been attached to the office to assist the checking of the bills, etc., and to relieve the other Sanitary Inspectors during leave.

3. Scope for retrenchment of one hand out of the sanctioned scale.

The work in the office is comparitively light and this has made it possible to spare the services of an official out of the sanctioned scale for work under

under the District Sanitary Officer in connection with the compilation of daily returns. This official has not got full work. As explained in para 12 infra, the record work is much in arrears and should be brought to current. Till then retrenchment of staff does not seem to be desirable.

4. System of work. The Disposal Number System of registering and recording correspondence is in vogue in this office. An Amad register has been maintained for recording the daily receipt of papers. The average number of papers received every day is about 15. Two sets of current registers have been maintained, one for entering the correspondence with higher offices, viz., Government, Comptroller, etc., and the other for the subordinate offices and miscellaneous correspondence. The total number of currents registered during the year in the higher and lower current registers are 70 and 368 respectively.

No Personal registers are maintained as only two officials deal with correspondence. An examination of the current register showed that in several cases the entries therein were not uptodate and that in many cases the currents which had long been disposed of were shown as pending. This is due to the omission to follow an important rule prescribed in the system, viz., the preparation of a monthly arrear list after careful scrutiny of the entries in the current registers. At present no monthly arrear lists are prepared in this office. Only half yearly business statistics are prepared for submission to Government through the Deputy Commissioner. The preparation of the monthly arrear lists and the review of the arrears has to be insisted upon.

5. Petition Register. This register has not been kept posted up-to-date. A few petitions relating to the year 1923-24 are shown as still pending though they are stated to have long been disposed of. The number of petitions registered during the years 1926-27 are 36 and 5.

6. Periodical Register. No Periodical Register has been maintained as prescribed under the rules to watch the timely receipt and the disposal of the periodicals. The appended list (App'B') shows that this office has to deal with 17 returns of which 5 are inward. These are at present entred in the current register itself. This procedure may be discontinued and a Periodical register in the form prescribed in the syster may be opened at once.

7. Delay in the submission of Cash accounts.

The cash accounts for the month of April 1928 had not been submitted on the date of audit. The returns for the months of April and May were already over-due.

8. Arrears of business. An arrear list showing the pendency as on 24th June 1928 is appended to the note (App'C'). The list shows that on the above date 92 papers were pending disposal, 26 in the office, 28 in the subordinate offices and the remaining 38 in other offices. 35 out of the papers pending disposal were more than 6 months old. A list of them is appended to the note. As many as 23 audit notes of the Taluk Boards relating to the years 1924-25 and 1925-26 are still pending disposal. This is not satisfactory. The audit reports which have long been pending

pending require to be expeditiously dealt with. The question of crediting contribution charges to Local Fund Dispensaries stated to be pending disposal should receive special attention. (Item No.3, list of higher currents pending.)

9. Cash Book. The Cash Balance on 28-6-1928 was Rs 46-7-0 and the same is arrived at as follows:-

Receipts.		Payments.	
Imprest amount.	Rs 30-0-0	Advances to menials for Ry.fare, etc.,	Rs 4-12- 0
Dues to the Hosur Cooperative Society recovered from the pay of Mr.Venkannachar, clerk,Dt.Board Office.	43-8-0	Contingent expenditure,to be recouped.	"22- 5- 0
		Cash balance.	"46- 7- 0
	73-8-0		73- 8- 0

The amounts recovered from the pay of Mr.Venkannachar should be credited to the Society at once.

10. Public Works. Ordinary works are got executed through the agency of the Sanitary Inspectors in charge of Divisions as noted below:-

1 Inspector	...	for Kolar and Malur Taluks.
1 -do-	...	for Mulbagal and Bowringpet "
1 -do-	...	for Srinivasapur and Chintamani"
1 -do-	...	for Chikballapur and Sidlaghatta
1 -do-	...	for Goribidanur, Bagepalli and Gudibanda.

The well works are stated to have been transferred to the Village Panchayets together with the grants available therefor. Work registers have been maintained for noting the progress of the works undertaken by the Board. The form of the registers is defective in so far as it does not provide for a column for noting the amount of the revised estimates. This omission may be supplied. It was

It was observed that in the following cases the estimates for works were submitted for approval after the completion of the works and along with the bills of contractors for payment.

(i) Construction of a compound wall infront of the Musaferkhana at Kolar.

The estimate was sanctioned by the President on 30-1-1927 and the bill amounting to Rs 422/- was paid on 31-1-1927.

(ii) Bill for repairing the Musaferkhana at Kolar for Rs 105/-

The bill and the estimate were passed on 30-1-1927 and the payment was made on 31-1-27.

This procedure is highly irregular. The Sanitary Inspectors should be instructed not to begin works unless the estimates therefor are got sanctioned. It is also necessary to regulate the work of the Sanitary Inspectors by a definite programme.

11. Arrears of sale amount of Shandies. A statement showing the balance of the sale amount of shandies due on 25-6-1928, is appended to the note (App'D'). No regular demand, collection and balance register has been maintained to watch the recovery of the sale amount of Shandies. The arrears to be realised on the date of audit were about Rs 1400/- including 2 items aggregating to Rs 564-11-0 of the year 1926-27. About Rs 500/- out of these arrears are stated to have become irrecoverable and the question of remission of some of these items are under the consideration of the Board. Prompt action in the matter of recovery of the amounts due to the Board is called for.

12. Records:- There is a large accumulation of old records to be sorted out for destruction. These relate to periods commencing from 1892-93. The following is a

a rough estimate of the quantity of records to be dealt with under the rules.

(1) 44 dafters of old records relating to Municipal and District Boards.

(2) One box full of Municipal and District Board records.

(3) 11 dafters of District Board records.

(4) 5 racks full of taluk and District Board Records.

(5) 4 almirahs full of Taluk Board records recently transferred after the abolition of the Taluk Boards.

(6) 1 Almirah full of Railway debenture loan correspondence.

From December 1926 uptodate 1230 records have been sorted out for destruction and a major portion of the same has been destroyed after keeping a list of them. No list has yet been prepared of the records separated for preservation. It would be more advantageous to give preference to the preparation of a list of the papers to be preserved and a proper index thereof as such a course would facilitate referencing and conduce to more expeditious despatch of work. Special arrangements seem necessary to bring the recording work uptodate.

S. Nagabhushana
Auditor. 21/7/28

Appendix-A 50

OFFICE OF THE PRESIDENT, DISTRICT BOARD, K O L A R.

9

WORK DISTRIBUTION LIST.

Name of Clerks.	Designation.	Details of work.
1. Mr. N. P. Hari Iyer,	Head Clerk.	1. All Correspondence. 2. Attending to the work connected with Standing Committee and General Meeting. 3. Maintenance of Scale Register. 4. Sanctioning estimates and checking of Work bills. 5. Maintenance of Investment Register 6. Maintenance of the check Register of Interest payment on denenture bonds. 7. All correspondence relating to Railway Debenture bonds. 8. Annual rpports of Administration and Budgets. 9. General supervision. 10. Stationery account and demand register of toll and shandy revenue etc.
2. D. Krishniah.	Deputy Clerk.	1. Maintenance of Cash Book. 2. Public Debt Register. 3. Advance register. 4. Pay Bills. 5. Work Register. 6. Abstract of Receipts and payments (Monthly) 7. Monthly cash account. 8. Audit Reports.
3. K. Madhava Rao,	Typist.	1. Typing. 2. Economic Development work. 3. Diaries of President and Vice-President.
4. C.M. Shama Rao.	Clerk.	1. Current Registers and petition register and Amad Register.
5. L. Nagesa Rao.	Clerk.	1. Records, Disposal Register and Kanarese Cyclostyle work.
6. V. Venakanna Char.		1. Under the District Sanitary Officer for compilation of daily epidemic return and checking Vaccination returns and Vital Statistics.
7. Mr. V. N. Kurupad.	Reserve Sanitary Inspector.	1. Assisting the Head Clerk and Deputy Clerk and relieving Sanitary Inspectors during leave.

Gopala Rao

for PRESIDENT,
DISTRICT BOARD KOLAR.

Statement of Returns to be Submitted in the Kolar District-

(Appendix B) 10

No	Name of Return	
	Daily	
1	Epidemic Reports	900.
	Fortnightly	
2	Progress reports of Sanitary Inspectors.	2.
	Monthly.	
3	Cash accounts	0
4	Education cess Plus and Minus memo	0
5	Vital Statistics	900.
6	Vaccination Monthly accounts	-do-
7	Programme of Sanitary Inspectors for next month	8.
	Quarterly.	
8	Vital Statistics	0
	Half yearly	
9	Business quarterly	0
	Annually.	
10	Budget Estimates	0
11	Annual accounts and Administration report	0
12	Annual accounts of Vyadyasalas	0
13	Vital Statistics	0
14	Vaccination Statements	0
15	Sanitation Statements & reports	0
16	Annual Statement of Lymph	0
17	Shedule of Establishment.	

28-6-28

(Appendix C)

Statistics of Work done in the Office of the President, District Boards, Kolar, from 1st Jan 1928 to 24th June 28

Serial No:	Items.	Number pending at the beginning of the half year	No: received during the half year.	Total of 3 and 4.	No: finally disposed of during the half year	No: pending in the office			No: referred for report and pending in Subordinate offices			No: pending in other offices	Total no: pending at the close of the half year	Remarks
						For not more than 6 months	For more than 6 months and less than one year.	More than one year.	For not more than 6 months	More than 6 months and less than one year.	More than one year			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	References from Superior offices	38	30	68	12	6	5	-	2	1	18	24	56	-
2	" from Coordinate & Sub. offices	88	2314	2402	2366	6	4	5	5	1	1	14	36	-
3	Miscellaneous petitions.	-	-	-	-	-	-	-	-	-	-	-	-	-
4	Periodical returns.													
	Total.	126	2344	2470	2378	12	9	5	7	2	19	38	92	

26 | 28

25.6.28
Kolar.

Head Clerk.

Serial no.	Current no.	Date of receipt	Particulars of references.	Reason for delay.
			1926–27.	
1	29 & 26-27	2.2.27	Architects of Mr Sapkal Dk for 24–25	Action is taken to remedy all the objections and they are in different stages of disposal. During the audit those remedies were shown.
2	30 (a)	do	do of Chikhalkapur Dk for 24–25	
3	30 (b)	do	To credit Contribution Charges for Dt. Dispensaries	
4	38	7.3.27	Audit notes of Sidka. Dk for 24–25	
5	39	do	do of Chinch. Dk for 24–25	
6	40	do	do Dist. Bd for 24–25	
7	41	do	do Mulk. Dk for 24–25	
8	42	do	do Govind Dk for 24–25	
9	43	do	do Gudbande for 24–25	
10	64	13.5.27	do Sapkal Dk for 25–26.	
11	77	10-6-27	do Kolar Dk for 25–26	
12	78	do	do Bori Dk for 25–26	
13	80	16-6-27	do Malur Dk for 24–25	
14	81	do	do Kolar Dk for 24–25	
15	82	do	do Bori Dk for 24–25	
16	83	do	do Bage. Dk for 24–25	
17	84	do	do Gudbande Dk for 25–26.	
18	85	do	do Mulk Dk for 25–26.	
19	87	do	do Govind Dk for 25–26	
20	88	do	do Sidka Dk for 25–26	
21	89	do	do Chikhal Dk for 25–26	
22	90	do	do Bage Dk for 25–26	
23	91	17-6-27	do Malur Dk for 25–26	
			1927–28	
24	2	13-7-27	do Kolar Dk for 25–26.	

Rajan

Ordinary Current 13

Serial no:	Current nos.	Date of receipt	Particulars of reference	Reason for delay.
			1926—27	
1	107	3.9.26	Equipment of ~~the~~ workshop	Sanction of Govt. for further grant of Rs 660 odd applied for recently under correspondence
2	276	7.12.26	Loss of Rest-house articles.	
3	391	25-2-27	Arrears of pay due to Padmavathamma, widow of Krishnaswamy Rao.	Their Ship Certificate receive Pending Sanction in meeting
4	486	22-4-27	Arrears of Sanke Collection Khist due for Permanent Sanke Construction.	Action is taken for recovery and half the amount are expected to be recovered shortly
5	526	2.6.27	Level Crossing at Kyrwara-Mulbagal road - Junction	Under Correspondency with the Ry Authorities
6	543	19-6-27	Contribution for road from Kaddapa feeder road to Jannayakka Ry station.	Pending inspection & Sanction of the Board
			1927—28	
7	12	21.7.27	Revetting temporary track in Exhibition Ground.	~~Site inspected by the~~ Deferred to see about the adequacy of the present supply
8	153	28-9-27	Payment due from municipal Council, Chickpet, of the moiety of Wk Rev. for 25—26	Under Correspondence
9	181	15-10-27	For opening a Sanke at Jangamkote.	Pending Sanction of the Bd & Govt
10	198	1.11.27	Arrears of Fixed Allowance due to Vac. Sr. Abdul Azeez.	These bills have been recently receive should be paid
11	216	24-11-27	Proposals re Education Cess (Annual Expenditure of)	Pending Sanction of the Bd.

Statement showing the balance due from the Sale amount

year	Name of the Shandy	Name of the purchaser	Sale amount	Deposit	Date of Commence of the instal-ment
1	2	3	4	5	6
27-28	Melur Shandy	Hussein Sab	500 . .	125 . .	26.7.2
"	Korlaparthi	Babu Sab	284 . .	71 . .	26.7.2
"	Tyakal	Rame Gowda	600 . .	150 . .	23.8.2
"	Battlapalli	Bheri Nunnaiah	300 . .	50 . .	20.7.2
"	Kaivara	"	148 . .	24 6 8	20.7.2
"	Munganalla	Baba Sabi	190 . .	31 4 8	2.7.2
"	Valagerahalli				
"	Yadarur	Las Baba	2334 . .	388 5 4	20.8.2
"	Yeldur				
"	Ramu				
"	Sonayajalapalli	Abdul Sattar	1388 . .	231 5 .	5.8.2
"	Royalpod				
"	Nambihalli	Syed ahamud	351 . .	58 8 .	20.7.2
"	Gownpalli	Jaffar Sabi	1831 . .	305 2 4	20.8
"	Kolderi	Munsakhan	378 . .	63 . .	13.9
"	Agara	Hyder Sab	50 . .	8 8 .	13.9
"	Byrakur	Munsakhan	900 . .	150 . .	13.9
"	Nangli	Abdul Razak	670 . .	112 8 .	13.9
"	Mittur	Munisami Gowda	250 . .	42 . .	13.9
"	Tayalur	Munsakhan	900 . .	150 . .	13.9
"	Ramasagara	Abdul Rahim	320 . .	106 4 8	5.8
"	Sugatur	Patel Nunje Gowda	385 . .	65 . .	3.9
"	Kyalanur	Appiamma	100 . .	44 . .	2.6
26-27	Tyakal	Jagannatha Rao	900 . .		
"	Peresandra	Venkatanarayappa			

1 of Shandies on 25.6.1928.

Date of payment of the last instalment	Total amount in arrears			Action taken
7	8			9
14.6.28	11	5	4	
4.5.28	3	-	-	
16.2.28	5-4	2	9	
16.5.28	93	9	4	
16.5.28				
2.2.28				
7.5.28	194	8	4	
9.5.28	115	10	8.	
12.5.28	22	8	-	
7.5.28	-	-	4	
26.4.28	31	8	-	✓ Recommended to be remitted.
26.4.28	4	2	8	✓
16.5.28	75	-	-	✓
16.5.28	5-5-	13	4	✓
16.5.28	19	8	-	✓
16.5.28	75	-	-	✓
24.2.28	-	8	5	
10.5.28	96	-	-	✓
2.6.28	6	-	-	
80-0-0 / 5.5.28	104	11	-	
-Nil-	460	-	-	42 is excluded.

1403-0-2

PRESIDENT DISTRICT BOARD,
KOLAR.

A. P. F. VI. G1]

16

SUBJECT.....

.....

.....

Section L B

File No. 23-28

Serial No. 2

No. L 1324
Enc Nos

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *192*

To The President Dist
Kolar Thro DC Kolar

Sir,

Date of issue 10/8/28

Signed by GW 9.28 Deputy

I am directed
to forward herewith
for information &
needful action
a copy of a note
on the examination
of the registers and
records of the office
of the ~~Bank~~ Kolar
Dt Board by Lr:
S. Ranganna Auditor

I have the

List of enclosures.....

Copied by 10/8

Examined by .....

over

WD0325—GPB—80,000—26-5-27

10/8

Forgeman Esq